

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field		3. Service		4. Employing Office Location STRICOM		5. Duty Station Orlando, FL		1. Agency Position No. NL11280001	
<input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
Explanation (Show any positions replaced)		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code 12 - 75	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review									
d. First Level Review		Logistics Management Specialist		GS		346		12	
e. Recommended by Supervisor or Initiating Office		Logistics Management Specialist		GS		0346		12	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify) Ross, David K.					
18. Department, Agency, or Establishment Department of the Army				c. Third Subdivision Directorate for Logistics					
a. First Subdivision U.S. Army Materiel Command				d. Fourth Subdivision Logistics Operations Office					
b. Second Subdivision STRICOM				e. Fifth Subdivision					
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the				knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor John E. Lahr, Chief, Logistics Operations Office				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature				Date				Signature	
Date				Date				Date	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS FOR LOGISTICS MANAGEMENT SERIES, GS-346.					
Typed Name and Title of Official Taking Action James B. Godwin, Chief of Staff				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature				Date				Signature	
Date				Date				Date	
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Position is at the full performance level of GS-12									
BUS: 7777									
25. Description of Major Duties and Responsibilities (See Attached)									

## LOGISTICS MANAGEMENT SPECIALIST

GS-0346-12

### SUPERVISORY CONTROLS

Position is located within STRICOM, Directorate for Logistics, Logistics Operations Office. Incumbent receives general supervision from the Office Chief, who discusses concept of operation in terms of broad objectives, assigns responsibilities, and delegates commensurate authority for their execution. Incumbent operates within the framework of overall policies and procedures. Superior relies on incumbent to possess and apply a thorough knowledge of operational and technical principles as they relate to assigned responsibilities. Work performance is reviewed in terms of overall satisfactory performance of assigned function.

### MAJOR DUTIES AND RESPONSIBILITIES:

1. Responsible for the development of the current year OMA logistical support funding obligation plans and track the execution of the OMA funding obligation plans. Effort requires analysis of approved funding level vice required funding, providing recommendations to the Director of Logistics on the allocation of approved assets. Makes continuing recommendation of available assets during fiscal year as a result of quarterly funding receipts, available funding reductions caused by levies by higher headquarters, and absorption of unanticipated requirements. Provide rough order tracking of logistic funding available and contractual commitments. Provides Director of Logistics recommendations regarding priority of processing logistical support packages when requirements exceed funds available. Provides tracking instruments to monitor commitments and obligations for all 40+ funded program instruments. Develops and presents year of execution Unfunded Requirement documentation for Director of Logistic review and submission to HQ, AMC. Submissions must provide impact and alternatives which may be applied. Provides recommendations to Director of Logistics when individual program logistic support costs indicate incorporation into the consolidated contract should be investigated for accelerated transfer. Oversees and records processing of over 600 logistic support funding packages per annum, and makes initial determination regarding priority of funding within available resources.

55%

2. Responsible for the maintenance of Logistic Directorate manning chart of personnel resources and funding sources. Coordination of manning levels must be accomplished annually, and changes coordinated throughout the year. Must correlate manning level to funding requirements and provide funding requirements into the POM generation

cycle on an annual basis.

15%

3. Responsible for the review and accuracy of the year of execution salary budget and travel budget expenditures, and the timely notification to the command and affected Divisions when spending pattern indicates a funding problem.

10%

4. Provides temporary assistance during the development of the annual POM submission. Reviews data and provides execution year information to provide insight on future requirements. Continuous knowledge of procurement and the logistic support status of each program during year must be maintained to ensure submitted projections are realistic and reflect projected current and future activities and requirements. Assist in the preparation and review of documentation to be forwarded to HQ AMC and HQ, DA in defense of the POM. Assists in the review of all POM year Issue Sheets and Unfunded Requirements prior to submission.

10%

5. Additional functions include, but are not limited to the following:

a. Acts as Directorate "troubleshooter" as directed, to review and analyze problem areas within the Directorate.

b. Serves as alternate representative for the Directorate at STRICOM Financial Management review sessions.

c. Complete Logistic Directorate Special Tasks as assigned by the Director of Logistics.

**FACTOR 1 - KNOWLEDGE REQUIRED:**

Knowledge of a wide range of analytical methodology for planning, programming, budgeting. Familiar with relationship of the POM, Future Year Defense Program and the CLS/OMA Annual Operations Account.

Functional knowledge of the principles and concepts of the acquisition of training simulators and training systems with special emphasis on the principles and concepts associated with consolidated logistical support contracts, leveraging assets, and on STRICOM policies and procedures and acquisition regulations. Knowledge of acquisition in general with specific understanding of relationships between Department of the Army sponsors, Army Material Command, and field activities.

**FACTOR 2 - SUPERVISORY CONTROLS:**

Chief, Logistic Operations defines overall program objectives and resources. Completed work is reviewed for adherence to key principles of management for soundness of conclusions to meet project needs.

**FACTOR 3 - GUIDELINES:**

Written guidelines are virtually nonexistent. Incumbent exercises increasing degrees of initiative and judgement in interpreting and applying broad policy directives which generally specify goals and objectives to be obtained. Incumbent selects, interprets, and applies guides, and may modify, adapt, or make other changes in existing guidelines to meet work requirements. Judgement is used in applying and relating standard operating practices to new or precedent-setting situations.

**FACTOR 4 - COMPLEXITY:**

Work includes increasingly complex involvement in planning and executing of funding and contracts management for training devices/systems logistical support which fall under the cognizance of the Logistics Directorate. Incumbent independently carries out the various stages of analysis and reporting as assigned. Incumbent's efforts require continuous modification and adaptation due to rapid changes in requirements, rules governing planning, programming and expenditures of funds, and the rapidly changing funds availability, which vary between fiscal years.

**FACTOR 5 - SCOPE AND EFFECT:**

The purpose of this position is to provide programming, planning and policy generation support to the Logistic Directorate. Incumbent may be expected to independently analyze and solve problems pertaining to acquisition, manpower, funding, and facilities reporting requirements of the Logistics Directorate and all of STRICOM. Interface with Readiness Directorate, Headquarters Army Materiel Command, and Headquarters, Department of the Army on logistic support activities and funding are a regular occurrence.

**FACTOR 6 - PERSONAL CONTACTS:**

Contacts are with STRICOM Directorates, Division Chiefs, Project Directors/Assistant Project Directors, logistic managers, higher headquarter personnel at the Army Materiel Command and Department of Army, General Services Administration, and contractor personnel.

**FACTOR 7 - PHYSICAL DEMANDS:**

The work is mostly sedentary, but may include some walking, bending, and carrying light objects such as books and papers.

**FACTOR 8 - WORK ENVIRONMENT:**

Work is performed in an office environment with occasional travel by air and/or car.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 11380

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."